Approved for Release: 2025/05/19 C06943663

~~SECRET~~
(When Filled In)

# FITNESS REPORT

EMPLOYEE SERIAL NUMBER (b)(3) (b)(6) (b)(3)

## SECTION A — GENERAL

| 1. NAME (Last) (First) (Middle) | 2. DATE OF BIRTH | 3. SEX | 4. GRADE | 5. SD |
|---|---|---|---|---|
| SUMMERER, ELIZABETH | MAY 1912 | F | GS 12 | D |

| 6. OFFICIAL POSITION TITLE | 7. OFF/DIV/BR OF ASSIGNMENT | 8. CURRENT STATION |
|---|---|---|
| OPS OFF | EDP/NE | HQS (b)(3) |

| 9. CHECK (X) TYPE OF APPOINTMENT | | | | | 10. CHECK (X) TYPE OF REPORT | | | |
|---|---|---|---|---|---|---|---|---|
| X | CAREER | | RESERVE | | TEMPORARY | | INITIAL | | REASSIGNMENT SUPERVISOR |
| | CAREER-PROVISIONAL (See instructions - Section C) | | | | | | ANNUAL | X | REASSIGNMENT EMPLOYEE |
| | SPECIAL (Specify): | | | | | | SPECIAL (Specify): | | |

| 11. DATE REPORT DUE IN O.P. | 12. REPORTING PERIOD (From- to-) |
|---|---|
| | 1 JAN 63 - MAY 1963 |

## SECTION B — PERFORMANCE EVALUATION

| | |
|---|---|
| W - Weak | Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C. |
| A - Adequate | Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence. |
| P - Proficient | Performance is more than satisfactory. Desired results are being produced in a proficient manner. |
| S - Strong | Performance is characterized by exceptional proficiency. |
| O - Outstanding | Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition. |

## SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

| | RATING LETTER |
|---|---|
| SPECIFIC DUTY NO. 1<br>(b)(3) Reviews, analyzes and interprets [redacted] intelligence material on selected areas, relates it to other information for inclusion in intelligence briefs and studies. (b)(3) | S |
| SPECIFIC DUTY NO. 2<br>(b)(1) (b)(3) Monitors the division's operations [redacted] ar[redacted] activities, reviews intelligence production from them and prepare[redacted] critiques and recommendations for improvement. (b)(1) (b)(3) | S |
| SPECIFIC DUTY NO. 3<br>Reviews project outlines and [redacted] analyzes objectives in relation to intelligence needs, and submits comments and recommendations thereon. (b)(3) | S |
| SPECIFIC DUTY NO. 4<br>Performs [redacted] assignments related to the division's intelligence collection activities. (b)(3) | S |
| SPECIFIC DUTY NO. 5 | |
| SPECIFIC DUTY NO. 6 | |

## OVERALL PERFORMANCE IN CURRENT POSITION

| | RATING LETTER |
|---|---|
| Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the [redacted] responding to the statement which most accurately reflects his level of performance.<br>17 J[redacted] | S |

FORM 4-62 45 [redacted] TIONS. ~~SECRET~~

GROUP 1 Excluded from automatic downgrading and declassification

(b)(3) (b)(6)

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PERSONNEL
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**SECTION C** — **NARRATIVE COMMENTS**

*Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.*

MAIL ROOM

The previous fitness report on Miss Sudmeier, although officially covering the period June through December 1962, was prepared in mid-April, 1963. It thus reflected her performance through the later period. Between then and the time of her reassignment in May, 1963 she continued to perform at the same high level of effectiveness.

**SECTION D** — **CERTIFICATION AND COMMENTS**

1. **BY EMPLOYEE**

*I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT*

| DATE | SIGNATURE OF EMPLOYEE |
|---|---|
| 8 July 1963 | Elizabeth Sudmeier |

2. **BY SUPERVISOR**

| MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION | IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION |
|---|---|
| 14 | |
| **DATE** | **OFFICIAL TITLE OF SUPERVISOR** |
| 8 July 1963 | C/ME [redacted] |

(b)(3)
(b)(6)
(b)(3)

3. **BY REVIEWING OFFICIAL**

COMMENTS OF REVIEWING OFFICIAL

Concur

(b)(3)
(b)(6)

| DATE | OFFICIAL TITLE OF REVIEWING OFFICIAL | SIGNATURE |
|---|---|---|
| 8 July 63 | NR/ [redacted] | [redacted] |

**SECRET**

(b)(3)

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